

## CHAPTER 3 NEW RELEASE ENHANCEMENTS AND CHANGES AFFECTING MAT SUBMISSIONS

Chapter 3 contains a listing of the enhancements and changes for TRACS Release 2.0.1.A, and it includes a historical summary of past TRACS releases, enhancements and changes. This chapter is organized into the following major sections:

1. Section 3.1: Release **2.0.1.A** Enhancements and Changes
2. Section 3.2: Release **2.0.0.A** Enhancements and Changes
3. Section 3.3: Release **1.1.8.B** Enhancements and Changes (and *additional* 1.1.8.A enhancements)
4. Section 3.4: Release **1.1.8.A** Enhancements and Changes

### 3.1 Release 2.0.1.A Enhancements and Changes

TRACS Tenant Release 201A was the first full release of the TRACS Tenant Batch System since 1995. Users are expected to be in compliance with Release 201A by **May 1, 2000**.

Features of this release include:

1. Collection of Tenant Address data directly from the owners and management agents as well as collecting tenant address data as a by-product of the nightly TRACS interface with the Social Security Administration. These data are used to create and maintain a Tenant Address Repository primarily for the use of REAC's TASS application for Large-Scale Income Matching and the RASS application Tenant Satisfaction Survey.
2. Facilitating the association of tenant certifications with the monthly vouchers for project-based assistance. Notice 98-34 enabled owners of projects with multiple Section 8 contracts expiring in 1999 to combine contracts upon renewal. This policy has been extended for FY 2000. Release 201A implements the logic in TRACS to automatically associate certifications submitted under the superseded contract number to the surviving contract number.
3. Changes specified by the Multifamily Housing Occupancy Handbook 4350.3 CHG-27 that was published September 1995.

## 3.2 Release 2.0.0.A Enhancements and Changes

Release 2.0.0.A changes in the MAT occurred for the following reasons:

1. Special Claims IDs are required in MAT30, Section 5 records.
2. Implementation of the income codes in 4350.3 change 27 in MAT10, Section 4 records.

### MAT Changes for Special Claims ID

Claims IDs mandatory in TRACS Release 2.0.0.A, affect:

MAT 30 Section 5: Approved Special Claim Record

### MAT30 Section 5: Approved Special Claim Record

1. The future (F) field Claim ID Record is revised to be Mandatory on Condition (MOC). Although optional for submissions when implemented under TRACS Release 1.1.8.B, the Claim ID is mandatory in TRACS Release 2.0.0.A. The Claim ID is a control code assigned to the Special Claim at the time it is approved by the field office.

The Claim ID is a 9-position numeric field and must be submitted in the following format.

Positions 1 - 4 of the Claim ID must be the Area/State Office Code for the field office approving the special claim.

Positions 5 - 9 of the Claim ID will be the Control Number assigned by the field office as an audit trail.

- a. If the Release Number in the MAT 30, Section 1 Record is “2.0.0.A” and the Claim ID is blank, it is a fatal error. All sections of the MAT30 are rejected, and it is counted as a rejected MAT30 for the Sender’s Mailbox ID. Failure to submit the Claim ID will produce the fatal error: VF030 - Claim ID must be submitted with an approved claim.
- b. Claim IDs must have as the first four positions of the code, the Area and State Office Codes assigned to the office associated with the Project and Contract Number in the TRACS Contract Database. If the Claim ID fails this test all Sections of the MAT30 are rejected, and it is counted as a rejected MAT30 for the Sender’s Mailbox ID. If the Claim ID is submitted but it has an invalid format, the fatal error produced is:

VF029 - Claim ID submitted but has an invalid format.

2. Special Claims submitted through Contract Administrators (CA), for contracts they administer under Annual Contributions Contract (ACC) are submitted with “1299” as the Claim ID. The remaining 5 positions can either be zeroes (0) or the CA’s audit tracking number.

## **MAT Changes Affecting Income Codes**

The Income Codes specified in 4350.3 CHG-27 have been implemented in TRACS Release 2.0.0.A. They affect:  
MAT 10 Section 4: Income Record.

### **MAT10 Section 4: Income Record**

The listing of the new income codes are as follows. They are required with Release 2.0.0.A, and if not submitted will generate a fatal error message:

Income Type Code Maintenance descriptions:

|    |   |
|----|---|
| B  | = Business  |
| F  | = Federal Wage  |
| M  | = Military Wage   |
| W  | = Non-Federal Wage  |
| PE | = Pensions  |
| SI | = Supplemental Security Income (both personnel benefit and state supplements administered by SSA) |
| SS | = Social Security (both personal and dual entitlements)   |
| A  | = AFDC  |
| G  | = General Assistance  |
| CS | = Child Support   |
| I  | = Indian Trust  |
| N  | = Other Non Wage Source   |
| U  | = Unemployment  |

## **3.3 Release 1.1.8.B Enhancements and Changes**

Release 1.1.8.B changes in the MAT occurred for the following reasons:

1. Changes for the Non-Citizen Rule
2. Income calculation changes for combined income and rent-interim rule
3. Post-release 1.1.8 enhancements

## MAT Changes for the Non-Citizen Rule

Non-Citizen Rule functionality included in TRACS release 1.1.8B has mandated changes in the following MAT areas:

1. MAT 10.Section 2: Basic Record-General
2. MAT 10 Section 2: Basic Record-Non-Citizen-Rule-Specific
3. MAT 10 Section 3: Family Record
4. MAT 10 Section 6: Worksheet Record

### MAT10 Section 2: Basic Record Changes-General

1. The Future (F) field **Shared Housing Indicator** is replaced with the Mandatory on Condition (MOC) field **Housing Assistance Code**. Although optional at the MAT level, this field is required at the TRACS level for certifications with move-in dates on or after June 19, 1995.

The valid codes are:

- |          |   |
|----------|---|
| <b>N</b> | Subsidy <i>not</i> subject to the Non-Citizen Rule (BMIR, Section 202/162, Section 202 and Section 811).                |
| <b>E</b> | All family members are citizens or eligible non-citizens.   |
| <b>F</b> | Family is eligible for full assistance pending verification of status.  |
| <b>C</b> | Mixed family qualified for continued full assistance. (Resident on or before June 19, 1995)                             |
| <b>T</b> | Temporary deferral of termination of an ineligible family or a mixed resident family that declines prorated assistance. |
| <b>P</b> | Mixed family accepting prorated assistance.   |

2. The Future (F) field **Market Rent Indicator** is replaced with the optional field **Secondary Subsidy Type**. This field is used *only* for prorated Section 8, Rent Supplement and RAP (re)certifications that also benefit from Section 236. In these situations an “S” is entered in this field. The field is left blank under all other conditions.

3. Percentage Actually Charged:

- ➡ When Worksheet E is used, enter 30%.
- ➡ When Worksheet E is *not* used, calculate using **Total Tenant Payment** or **Tenant Rent**. If the assistance is prorated, use the prorated values.

## MAT10 Section 2: Basic Record Changes - Non-Citizen-Rule-Specific

Amounts submitted for **Total Tenant Payment**, **Tenant Rent**, **Utility Reimbursement**, and **Assistance Payment** in (re)certifications for prorated assistance must be the prorated amounts.

TRACS 1.1.8.B Calculations for the Non-Citizen Rule for: **Prorate TTP**, **Assistance Payment**, **Utility Reimbursement** and/or **Tenant Rent for Mixed Families**

### Definitions

1. **TTP**, **Tenant Rent**, **Assistance Payment** and **Utility Reimbursement** refer to the full assistance amounts before proration.
2. **Prorated TTP**, **Prorated Tenant Rent**, **Prorated Assistance Payment** and **Prorated Utility Reimbursement** refer to the amounts after proration.
3. **Difference** refers to the amount developed by subtracting either **Basic Rent** or **Tenant Rent** (depending on the section 236 formula) from **Market Rent**.
4. **Prorated Difference** refers to the result from multiplying **Difference** by the fraction **Ineligible Members ÷ Total Members**.
5. **Ineligible Members** is the count of members within a family having **Member Eligibility Codes** of IN, IP and IC.
6. **Eligible Members** is the count of members within a family having **Member Eligibility Codes** of EC and EN.
7. **Total Members** is the sum of **Ineligible members** plus **Eligible Members**.

### Prorate Section 8, RAP or Rent Supplement

1. Calculate **Gross Rent** = **Contract Rent** + **Utility Allowance**.
2. Calculate **Prorated Assistance Payment** (rounded to whole dollar amount) = **Assistance Payment** \* (**Eligible Members ÷ Total Members**).
3. Calculate **Prorated TTP** = **Gross Rent** - **Prorated Assistance Payment**.
4. Calculate **Prorated Tenant Rent** or **Prorated Utility Reimbursement**:
  - a. If the **Prorated TTP ≥ Utility Allowance**, calculate **Prorated Tenant Rent** = **Prorated TTP** - **Utility Allowance**. **Prorated Utility Reimbursement** = **Zero**.
  - b. If the **Prorated TTP < Utility Allowance**, calculate **Prorated Utility Reimbursement** = **Utility Allowance** - **Prorated TTP**. **Prorated Tenant Rent** = **Zero**.

**Prorate Section 236** without the benefit of additional assistance

1. Calculate **Difference** = **Market Rent** - **Tenant Rent**.
2. Calculate **Prorated Difference** (rounded to whole dollar amount) = **Difference** \* (**Ineligible Members** ÷ **Total Members**).
3. Calculate **Prorated Tenant Rent** = **Tenant Rent** + **Prorated Difference**.

**Section 236** with the benefit of additional assistance

1. Calculate **Difference** = **Market Rent** - **Basic Rent**.
2. Calculate **Prorated Difference** (rounded to whole dollar amount) = **Difference** \* (**Ineligible Members** ÷ **Total Members**).
3. Calculate **Assistance Adjustment** = **Assistance Payment** \* (**Ineligible Members** ÷ **Total Members**).
4. Calculate **Prorated TTP** = **TTP** + **Prorated Difference** + **Assistance Adjustment**.
5. Calculate **Prorated Assistance Payment** = **Gross Rent** - **Prorated TTP**.
6. Calculate **Prorated Tenant Rent** or **Prorated Utility Reimbursement**:
  - a. If the **Prorated TTP** ≥ **Utility Allowance**, Calculate **Prorated Tenant Rent** = **Prorated TTP** - **Utility Allowance**. **Prorated Utility Reimbursement** = **Zero**.
  - b. If the **Prorated TTP** < **Utility Allowance**, calculate **Prorated Utility Reimbursement** = **Utility Allowance** - **Prorated TTP**. **Prorated Tenant Rent** = **Zero**.

### **MAT10 Section 3: Family Record**

1. The formerly Future (F) field, **Eligibility Code**, is now activated as **Member Eligibility Code**, which is now a Mandatory on Condition (MOC) field. This field is required by TRACS for certifications with move-in dates on or after June 19, 1995 with a Housing Assistance Code other than *N*.

The valid codes are:

|           |  |
|-----------|--|
| <b>EC</b> | The member is an eligible citizen.   |
| <b>EN</b> | The member is an eligible non-citizen.   |
| <b>IN</b> | The member is an ineligible non-citizen.   |
| <b>IP</b> | The member is an ineligible parent of the Head of Household or Spouse.   |
| <b>IC</b> | The member is an ineligible child of the Head of Household or Spouse.  |
| <b>PV</b> | The member's eligibility is not verified, but it is pending the findings of the verification process.                                  |
| <b>XX</b> | The person is not counted under the Non-Citizen Rule. This category includes Foster Children, Live-In Attendants and members submitted |

with the Relationship Code "N".

2. The 15-position Future (F) field, **Birth Location Description** is replaced with the optional 10-position field, Alien Registration Number followed by 5-positions of **Filler** (spaces in this case).

**NOTE:** Alien Registration Number is in addition to a Social Security Number or a TRACS ID Number. Social Security Number and Alien Registration Number will no longer share a field.

## MAT10 Section 6: Worksheet Record

A Section 6 record must be submitted with the Market Rent for prorated certifications whenever Section 236 is either the primary or Secondary Subsidy Type. *This includes Worksheet E.* The only required field for a Worksheet E is Market Rent. The other numeric fields must be zero filled.

## Income Calculation Changes for Combined Income and Rent Interim Rule

Release 1.1.8.B Implements the Combined Income and Rent Interim Rule as it applies to TRACS. The first \$480 of earned income reported for a Full-Time Student (Relationship Code "O"; Special Status Code "F") is included in Annual Income. Earned income in excess of \$480 is excluded from Annual Income. Unearned income continues to be included in Annual Income.

## 3.4 Release 1.1.8.A Enhancements and Changes

Release 1.1.8.A brought about changes in the MAT with the addition of Voucher Record Formats.

### The MAT Voucher System and MAT Voucher Record Formats

This section will discuss the following new record types:

1. Transmission Header
2. MAT 30 with six sections:
  - ➡ Section 1: Assistance Payment Header Record
  - ➡ Section 2: Assistance Payment Summary Record Format
  - ➡ Section 3: Regular Payment Record Format (Future)
  - ➡ Section 4: Adjustment Payment Record Format (Future)

- ➡ Section 5: Approved Special Claim
- ➡ Section 6: Miscellaneous Accounting Request
- 3. MAT 31: Delete Voucher Record
- 4. Voucher MATEV - Voucher Error Record
- 5. Voucher MATTV - Voucher Trailer Record

### **Understanding Assistance Payment Header Records and Transmission Header Records**

The voucher processing system was developed to expect one Assistance Payment Header record for each Transmission Header record.

### **Understanding Mixed Batch Type Submissions (Voucher and Tenant)**

Mixed batch type submissions (Voucher and Tenant) have not been permitted between one MAT Transmission Header to a MAT End.

While mixed batch type submissions (Voucher and Tenant) have been permitted between a Sprint-to-Sprint transmission, mixed batch type submissions are being discontinued by June 1, 2000. On or after June 1, 2000 Voucher and Tenant transactions must be submitted in separate transmissions. Refer to **Figure 3-1** for permitted and invalid transmission examples.

NOTE: Voucher-Only Sprint-to-Sprint transmissions are currently given priority in selecting input for the TRACS nightly production cycle.



Figure 3-1 Permitted and Invalid Transmission Examples

| Permitted Transmission Example:   | Invalid Transmission Example:   |
|---|---|
| <div>SPRINT HEADER</div> <div>MATHR<br/>MAT30<br/>MATND</div> <div>MATHR<br/>MAT30<br/>MAT31<br/>MAT31<br/>MAT31<br/>MATND</div> <div>SPRINT HEADER</div> <div>MATHR<br/>MAT10<br/>MAT40<br/>MAT70<br/>MATND</div> <div>SPRINT HEADER</div> | <div>SPRINT HEADER</div> <div>MATHR<br/>MAT30*<br/>MAT10<br/>MAT10<br/>MAT65<br/>MAT40<br/>MATND</div> <div>MATHR<br/>MAT10<br/>MAT31*<br/>MATND</div> <div>SPRINT HEADER</div> <div>(*Mixed Tenant and Voucher records under a<br/>MATHR record)</div> |

## **Understanding Mandatory Field Definition Changes**

In certain instances where the financial or unit data is critical to the overall accounting consistency of the voucher, the field is designated as Mandatory (M) even though zero is permitted as a valid entry. This is a change from the Certification system where Mandatory (M) fields are defined as not permitting zero or spaces.

## **Understanding Duplicate Vouchers**

Duplicate vouchers (same voucher month and contract number) will not be accepted by TRACS except as a correction to a previous, unpaid, voucher.

## **Correcting a Voucher's Contract Number and/or Voucher Month**

To correct a voucher's contract number and/or voucher month, a voucher delete record must be submitted for the voucher needing correction. Once the incorrect voucher is deleted from the system, a new voucher record can be submitted. A voucher cannot be deleted from TRACS if it has been sent to Treasury for payment. Other Voucher corrections can be submitted as corrections without requiring prior deletion.